

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	26
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 06-Jun-2002	4. REQUISITION/PURCHASE REQ. NO. W32CS5-2101-9757	5. PROJECT NO.(If applicable)		
6. ISSUED BY USA ENGINEER DISTRICT, JACKSONVILLE 400 WEST BAY STREET CESAJ-CT (ROOM 867) JACKSONVILLE FL 32202-4412	CODE DACW17	7. ADMINISTERED BY (If other than item 6)		CODE	
		<b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. DACW17-02-T-0034	
			X	9B. DATED (SEE ITEM 11) 30-May-2002	
				10A. MOD. OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D.OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This modification issued to replace existing Scope of Work (SOW) with revised SOW. Pages 3 through 25 of Request for Quote are deleted and replaced with SOW as shown.  Offer due date is extended to 11 June, 4:00 p.m..					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		06-Jun-2002	

## SECTION SF 30 ITEM 14 CONTINUATION PAGE

Changes in Section C

STATEMENT OF WORK FOR MICROGRAPHIC  
SERVICES REGULATORY DIVISION JACKSONVILLE DISTRICT

SECTION C-1

GENERAL

1. Scope of Micrographic Services: The contractor shall provide all labor, equipment, tools, material, supervision, transportation, parking, security and other items or services necessary to perform the data entry and micrographics services as defined in this Statement of Work (SOW) and displayed in the Technical Exhibits (TE), except as specified herein as Government furnished property and services at 400 West Bay Street, Jacksonville, Florida, Jacksonville District, U.S. Army Corps of Engineers.

a. Estimate Quantity of Work: The Regulatory Division is estimating the conversion will involve 80,000 documents.

b. Starting Date: Work is to begin within 5 days of written notice by the Corps of Engineers that the vendor has been awarded the contract, with a delivery date of 45 days

c. Conversion Site: The data entry, prepping, color scanning, planetary filming, processing, SilverLock, indexing and labeling will be accomplished at the Contractor's site. These are permanent regulatory records and are of vital concern to the Corps. Therefore, the care, custody, and control of these records will not be handed over to a Contractor until Contractor has demonstrated that they have the resources and experience to convert the records to quality microforms, and scanned images required by the Corps. Under no circumstances can any of the work be subcontracted. Work is to be performed at contractor's site where requested documentation can be retrieved and delivered 3 hours of request due to the nature of these permanent records, and the need by the Corps to be able to obtain the files in short order. The Contractor must have in effect emergency contact procedures that ensure that a Corps representative will be able to notify the Contractor 24 hours a day for file requests, 24/7. The Contractor must also be able to deliver the original requested files in paper form within 3 hours of notification by the Corps offices. . The Contractor must ensure they can perform Corps requirement by showing references and/or samples of work upon request.

d. Completion Date: All work reflected in the contract must be completed not later than 45 days from the date of written notice of award, (can be extended by written approval of the Corps of Engineers Contracting Officer Representative (COR) for this contract.

e. Site Inspection: The Service Company site must be available 8:00 a.m. to 4:00 p.m. Monday thru Friday for inspection without prior notification from Corps personnel. Any Service Company being considered for this contract award will be inspected, without prior notice, prior to the award of the bid to ensure that A.N.S.I. MS-23 (see SECTION C-6) procedures are being met. Corps staff shall review production procedures and the following categories of documentation during the inspection: training procedures, Quality Control logs, Q/C and Q/A collection procedures, and equipment maintenance logs.

By accepting a contract from the Corps of Engineers, the Service Company agrees to maintain Quality Control and inspection records of the Corps contract as Permanent Records. Service Company will provide documentation .

One of the objectives of the visit will be to ascertain the quality of microfilm processing and film stock handling and reviewing scanning procedures. The Corps will be interested in the frequency of methylene blue testing, AND, second, does the Service Company employ the use of third party quality control testing to validate its own quality testing procedures?

## 2. Personnel:

a. Project Manager: The contractor shall provide a project manager who shall be responsible for the performance of the work. The name of the project manager and alternate(s), who can act for the contractor when the project manager is absent, shall be designated in writing to the COR.

(1) The project manager or alternate(s) shall have full authority to act for the contractor in regards to this project.

(2) The project manager or alternate(s) shall meet as necessary with government personnel designated by the COR to discuss immediate problem areas.

(3) The project manager and alternate(s) must be able to read, write, speak, and understand English.

b. Security Clearances: Source documents shall be secured from the point of document receipt throughout processing by the Service Company until return of the microforms to Corps. Confidentiality of Corps records shall be maintained at all times. The Service Company shall be required to submit a copy of the Company's non-disclosure form for all employees that will be assigned to this project with the bid. Should there be a change in staffing, the Service Company is required to obtain approval for the new employee(s), and to have submitted the non-disclosure agreement prior to the new employee(s) commencing work on the project.

The COR and the Quality Assurance Evaluator (QAE) are responsible for the standards and the procedures used for permit file storage and conversion to microforms.

Contractor shall maintain "valuable paper and documents" insurance for the informational value of the Regulatory files of not less than \$700,000 and shall provide proof of coverage with submission of bid. Contractor shall have a written Disaster Preparedness Plan in force.

c.. Control of Contractor Employees: All employees of the contractor employed in performance of work under this contract shall be employees of the contractor at all times and not of the Government. The contractor agrees to employ only trained, experienced, responsible, and capable people in the performance of the work under this contract. Upon request, Service Company must show proof of citizenship for employees. Documents and indexing must be assessable using Fuji Film M-Drive MS-1600 and be able to be retrieved using Papervision.

3. Quality Control: The contractor shall establish, document, and maintain complete Quality Control (QC) and Quality Assurance (QA) Programs to assure the requirements of the contract are provided as specified. One copy of the contractor's Quality Programs shall be provided to the COR at the Pre-Award Survey or Pre-Performance Conference when a Pre-Award Survey is not held. An updated copy must be provided the COR on contract start date and as changes occur. The program shall include:

a. An inspection system covering all the services listed in the Technical Provisions. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will do the inspection.

b. The methods for identifying and correcting deficiencies, and their causes, in the quality of services performed, before the level of performance becomes unsatisfactory.

c. Quality Assurance and Quality Control records are considered Permanent Records and shall be maintained as such by the Service Company. The records shall include a file of all inspections conducted by the contractor and the corrective action taken. This document shall be made available to the Government upon request during the term of the contract and until all subsequent claims are settled. This document must be maintained by the vendor for as long as the Service Company is in existence. The Corps reserves the right to call on the Service Company to substantiate quality control issues after the contract is completed.

4. Quality Assurance: The Government will monitor the contractor's performance under this contract using the quality assurance procedures specified in TE 1. However, the Government's

right to perform additional inspections shall not be limited to the requirements of the specific tasks.

5. Performance Evaluation Meetings: The project manager shall meet with the Quality Assurance Evaluator (QAE), or the COR twice during the first month of the contract. Meetings will be as often as necessary thereafter, as determined by the COR. However, a meeting will be held whenever a Contract Discrepancy Report is issued. A mutual effort will be made to resolve all problems identified. The written minutes of these meetings will be signed by the contractor's project manager, the COR, and the QAE. Should the contractor not concur with the minutes, his company representative will state in writing within 5 work days, to the COR, any areas wherein he does not concur.

6. Hours of Operation: The contractor or Project Manager shall be available to the Government from 7:30 through 5:30 Monday through Friday except Federal holidays..

7. Government Observations: Other Government personnel such as Inspector General or higher headquarters staff are authorized to observe contractor operation. However, these personnel may not interfere with contractor performance. Any observations made by other than QAE personnel using the Quality Assurance Surveillance Plan (QASP) or the COR are only for information and shall not result in any actions against the contractor.

## SECTION C-2

### DEFINITIONS

1. **ARCHIVAL QUALITY.** A degree of quality in processed silver halide film, which when stored properly, will ensure the permanent availability of the information for between 100 to 500 years. The ability to resist deterioration for a lengthy, unspecified time.

To increase the durability of the Archival film, the Corps requires that the archival film be treated in a polysulfide process.

2. **FACILITY.** An area set aside for pick-up and delivery of records, microfilm, and CD-ROM.

3. **SAMPLE.** A sample consists of one or more items drawn from a lot; the items usually being chosen at random; however, in micrographics quality assurance procedures, specified items are drawn for the sample. The number of items in a sample is the sample size.

4. **QUALITY ASSURANCE.** Those actions taken by the Service Company and the Government to check goods or services to determine that they meet the requirements of the Performance Work Statement (PWS).

5. **QUALITY ASSURANCE EVALUATOR (QAE).** That person responsible for checking contractor performance.

6. **QUALITY ASSURANCE SURVEILLANCE PLAN.** An organized written document used for quality assurance surveillance. The document contains specified methods to perform surveillance of the contractor for each item in Specific Tasks.

7. **SOURCE DOCUMENT MICROFILMING.** The method of producing microfilm by photographing directly from the paper source.

8. **RETRIEVAL.** A request for one or more file folders identified by project name, permit number, solicitation number or other file title.

9. **THIRD PARTY VERIFICATION.** The contractor is responsible for submitting regular samples to a Third Party Verifier. This Third Party Verifier shall verify all microfilm and raw TIF images against this SOW for quality. The Third Party Verifier must be completely independent of the Contactor. The Third Party Verifier shall submit quality findings to Corps of Engineers. Each batch of records must pass the quality levels establish herein before said batch can be handed over to the Corps. It is therefore in the best interest of the vendor to complete the task correctly the first time because the vendor shall pay for all testing performed by the Third Party Vendor.

## SECTION C-3

GOVERNMENT-FURNISHED EQUIPMENT,  
FACILITIES AND SUPPLIES

1. PUBLICATIONS/FORMS. All required forms, regulations and directives will be furnished by the Government. Initial supply of these items will be available at the start of the basic contract period. The contractor shall establish requirements through the Microforms Management Officer (MMO) for follow-on needs.
  
2. USE OF GOVERNMENT FACILITIES AND EQUIPMENT. No Government facilities and equipment shall be provided to the contractor under the terms of this contract. Pick up shall be at 400 W. Bay Street, Room 201, Jacksonville, Florida, and any other field offices within the Jacksonville District the Corps designates. Delivery shall be made to 400 West Bay Street, Jacksonville, Florida for all permit files regardless of the originating field office.

## SECTION C-4

### CONTRACTOR-FURNISHED ITEMS

**GENERAL.** Except for those things specifically stated to be Government-furnished in Section C-6, the contractor shall furnish all necessary security, supplies, parts, materials, planetary cameras, deep tank microfilm processors, scanners, workstations, software, products, tools, vehicles, any other items, and all services necessary to perform all operations required by this SOW.

## SECTION C-5.a

## SPECIFIC TASKS

## 1. RESPONSIBILITIES OF THE CONTRACTOR RELATING TO BOTH MICROFILMING AND ELECTRONIC IMAGING OF DOCUMENTS.

a. The contractor shall provide all transportation, equipment, labor, and security necessary to transfer documents to their site for microfilming unless otherwise stated.

- Retrieval of Source Documents. During the filming/scanning process, the contractor shall deliver to the COR upon request, any files needed by the Corps. Files shall be delivered to the Regulatory Division, Corps of Engineers, at 400 W. Bay Street, Jacksonville, Florida or any designated Regulatory Field Office and returned to the contractor, if necessary, at contractor's expense. Turn around time shall not exceed (Category I files) 3 hours with approximately 70 retrievals per month.

b. The contractor shall establish a database from the existing Regulatory Permit File index (a printout with an excess of 90,000 record listings) and shall provide an updated database and hard copy index with the completion of each job.

## 2. DOCUMENT PREPARATION.

a. Prior to the pickup of boxes of permit files by the Service Company, the Corps shall create a Box Transmittal. The Box Transmittal shall be copied to a computer disk and shall accompany the permits.

b. Upon receipt of the boxes of files, the Service Company shall verify the database against the files by box. Any discrepancies between the Box(es) Transmittal database and the files in the box(es) are to be reported to the COR within 24 hours of receipt of the boxes. This database shall contain the following data elements: Permit Number and Permit name.

c. The Service Company shall verify the data base against the permit application for accuracy and remove all documents from transfer container in the original filing order.

d. The Service Company shall microfilm/scan documents in the sequential order of removal from the file. Bar Coded Targets shall be inserted in the order the documents are located in the file.

e.

e. The Service Company shall prepare the documents for filming/scanning as described. The Service Company shall be expected to insert missed Bar coded Targets to identify at a minimum, using the following Documents: Application, Public Notice, Agency Comments, Permit, Statement of Finding, Modification, Enforcement Notification, Enforcement Resolution, Update, Environmental Impact Statement, and Biological Opinion.. Need for Targets could change as the nature of CE work changes.

### 3. INDEXING

a. Upon delivery of a batch of microforms, the index of the incremental material shall be in sequential numeric order.

b. Before the project begins, and every 45 days thereafter, the vendor must deliver a master permit file index that is inclusive of ALL Regulatory permits converted to microforms from permit number 0000003 thru to and including the last permit delivered to the Corps, in both ascending numeric sort and in an alpha sort (A thru Z). Said indexes shall be printed out and delivered in a paper version. The index shall be in the form of a master printout for ALL of the permits that exist on microforms present at the Corps. A separate list sorted for each field office will be provided.

c. The vendor shall be required to deliver to the Corps a verified index of the permit files; to include the roll and frame location of the permit files to the archival rolls, CD-ROM number, the permit name and permit number, in the Corps standardized abbreviation format. This standardized format ensures the integrity of the data and the verification of retrieval components. The standardization guidance with examples are as follows:

(1) Individual; Last Name, First Name, MI. Jr. III  
Jones, Carl N. Jr.

(2) Two Individuals: LN, FN, MI. Jr. & LN, FN, MI. Jr.  
Jones, Carl N. Jr. & Smith, John M. III  
Jones, Carl N. Jr. & Sarah (for spouses)

(3) Company: Abbreviate only: Inc., Corp., Ltd.  
Jones Industries, Inc.  
Carl Jones Enterprises, Ltd.  
C. N. J. Corp.

(4) State Agency: Abbreviate only if necessary at the end of the record.

FL DOT/Project Manager  
U. S. Navy (exception is United States)

Puerto Rico Port Authority

(5) County Agency: Abbreviate only if necessary at the end of the record.

Dade County, BCC  
Pinellas County  
Broward County

(6) City: Abbreviate only if necessary at the end of the record.

Melbourne, City of  
Panama, City of

The intent of having such guidelines in place is to ensure that there is consistency throughout all of the data generated by the Service Company. This is especially important for County, State, and Federal agencies such as the Corps because the Service Company may receive 10 different files in different record series that have 10 different abbreviations for Florida Department of Transportation (i.e., Fl. Dept. of Transportation, F.D.O.T., etc.) With Such discrepancies, the integrity of any sorted index is quickly lost.

The allowable data entry error rate for data delivered to Corps is .010% of all unique typed characters.

Within the folder the targets and/or divisions will be found as stated in para 3.e.

#### 4. DESTRUCTION OF DOCUMENTS:

Upon the testing and subsequent approval of microfilm and electronic images by Corps personnel, an authorization for destruction will be issued. Contractor is to confidentially shred all Corps documentation authorized under said authorization. Contractor will provide Memo stating method used and quantity destroyed (i.e., numbers of pages).

## SECTION C-5.b

### 1. STANDARD MICROFILM REQUIREMENTS.

a. Contractor shall film all documents on a flat bed (planetary) camera.

b. Formats. Contractor shall use any designated formats listed below as required for filming Corps documents as specified in Scope, para 11.

(1) Format 1 - 16mm roll microfilm shall be produced at 1:25 reduction ratio per ANSI MS-23 Standard(Technical Exhibit 2).

(2) Format 2 - 35mm roll microfilm shall be produced per ANSI MS-23 Standard(Technical Exhibit 3).

### 2. COMPUTER OUTPUT MICROFILM (COM) REQUIREMENTS. NOT APPLICABLE.

3. ARCHIVAL MICROFILMING REQUIREMENTS. The Service Company shall monitor all film processing for archival quality in accordance with ANSI Ph1.41 (polyester base film) and ANSI MS48-1999, latest revisions thereof for both standards. An archival film test shall be conducted in accordance with the tests outlined in ANSI IT9.15.

a. For the purpose of archival film test, in a processor using a computerized replenishment system, a batch is that group of film that could have been processed on one reel. The test film sample must be that portion of the film that passes through the processor last.

b. The sample will be taken from a clear area of processed film measuring at least 6 square inches (12 inches of 16mm film or 6 inches of 35mm film). The sample will be representative of all silver halide film processed as a batch or individually as described in para a. above.

c. The Service Company shall:

(1) Submit one sample of processed silver halide film and form DA4488-R to outside source for independent verification. for testing within 24 hours of processing.

(2) Identify rolls processed, i.e., Category I.

(3) Provide for each roll, the date filmed and the date processed.

d. Microfilm tested and not meeting the requirements of ANSI Standard IT9.1 shall be rewashed and resubmitted at no cost to the Government. If the microfilm fails to meet the requirements after two separate testings, it shall be destroyed and the documents refilmed at no cost to the Government.

e. Service Company will be allowed two tests on a job within a 14 day period, if the first fails and time allows, a second rewashed sample may be resubmitted.

4. **QUALITY MICROFILM REQUIREMENTS.** Whereas the Corps is a Government agency and serves the public, the Corps has little control over the quality of the documents submitted to the Corps for consideration. Whereas the permits issued by the Corps are permanent records, and whereas the permits issued by the Corps may come up for review at any time in the future, the Corps of Engineers requires the best possible consistent quality and permanence of image.

Therefore, all microfilm produced by Service Company shall exceed the quality and formats prescribed in ANSI TR31-1994, ANSI MS23-1998 and ANSI MS48-1999, or latest revisions thereof. To ensure that the standards are being exceeded within the Corps, a quality film test sample for each roll of film, must be submitted to a Third Party Verifier.

Each sample shall, as a minimum, be identified as follows:

(1) Organization, MICRODIS number (the Army Control number assigned to all micrographics operations) and Category number.

(2) Date filmed.

(3) Make, model, and serial number of camera.

(4) Reduction ratio.

(5) Other needed data.

5. **TEST TARGETS AND FORMATS.** The technical target shall contain:

ISO resolution test charts with density patches (Technical Exhibit 5) as prescribed by the filming specification. These microcopy resolution test charts with Standard Sample 1010a and reflectance patches are available from the Standard Materials Unit, National Bureau of Standards, Washington, DC 20334.

6. **DENSITY REQUIREMENTS.** All density measurements shall be taken using a 1mm aperture. Two density measurements shall be taken as follows:

a. Minimum density (D-min) is the lowest density that can be obtained of the density patch on the processed film. The density reading shall be taken from the density patches found on the ISO resolution charts filmed at the beginning and the end of each roll of film. A density patch is provided on the quality control target for this purpose. The following D-min densities are required for acceptable film:

(1) For silver camera film (1st generation), less than 0.07 using visual diffuse method.

b. Maximum density (D-max) is the highest desired density for a particular photosensitive material. The density reading is to be taken from the background of the documents filmed at a rate of 10 times per roll, 10X and averaged with 2 density readings taken from the density patch, for a total of twelve readings per roll, provided on the quality control target. The following D-max densities are required for acceptable film:

(1) For silver camera film (1st generation), 1.00-1.20 using visual diffuse method.

c. The proper density shall be established before attempting to determine resolution.

7. RESOLUTION REQUIREMENTS. Resolution shall be established by filming a density and resolution target at the designated reduction ratio (5 frames total). After acceptable density has been obtained, the target shall, as a minimum, resolve:(ANYTHING ABOVE IS ACCEPTED AND RECOMMENDED)

a. 16 mm at 25:1 reduction ratios:

(1) For silver camera film (1st generation) ...6.3 line pairs

b. 35 mm at 30:1 reduction ratio:

(1) For silver camera film (1st generation).....5.6line pairs

8. IMAGE QUALITY INDEX. The process of obtaining the highest quality consistent image is a balance of resolution, densities, contrast, the contrast differential between the paper or background density of the document and the print density and the reduction level. The objective is the consistent highest quality image. Whenever necessary, the Service Company, the Contractor is to employ those methodologies necessary to product the highest image quality index.

If the image reduction can be consistently lowered and still maintain the same relational resolution level, then the Service Company, with the approval of the COR shall make those improvements.

9. SCOPE. Government employees will assure that records are arranged in authorized sequence prior to conversion.

Completed work must be returned in the format specified.

a. General. The Service Company (Contractor) shall:

(1) Verify the RAMS database, disassemble and prep files. Convert the permit title label to the Corps standardized abbreviation protocol.

(2) Maintain files in the sequence in which received.

(3) Film as required by category. Film front of all documents and back of any document that has writing, marking, or printing.

(4) Use film exceeding requirements of ANSI MS48-1999 and ANSI MS23-1998 (or latest revisions).

(5) Film in the sequence specified in TE 6.

NOTE: Targets will be found on one set from the silver original will be cut off and submitted to QAE for methylene blue quality tests.

(6) The Service Company can begin the process of creating microfilm of Regulatory permits ONLY upon notification by the QAE of acceptable quality test results.

(7) Return original silver roll film in archival plastic containers labeled to indicate the content of the roll, the MICRODIS number, the Category number, D-max of the roll and the film type.

(8) Return the segment index in a delineated ASCII flat file on a CD-ROM.

(9) Return the index of each delivered segment in ascending numeric order and an alphabetical index.

b. Category I: Standard Permit files (MICRODIS No. 6078). Document sizes range from 4" X 6" to 30" X 42". Approximately 98% are 8-1/2" X 11". Records include reproduced material, typed print, carbon copies, NCR forms, faxed prints on paper forms, drawings, and photos.

(1) Contractor shall be prepared to insert in proper sequence, a target sheet for those permanent documents/maps too large for 16mm film, directing researcher to the appropriate 35mm film. Each document so targeted must be readily identified as having been attached to a certain other document. Prepare and insert target sheet for all cross reference sheets presently in files as they are encountered. For example, a cross-reference sheet may say "See Drawing No. ."

(2) Contractor shall provide a total Computer Assistance Retrieval (CAR) index, consisting of data from all converted files. Said index shall be in flat ASCII file and paper formats, in ALPHA sort, and in ascending numeric sort to include: Roll number, frame number, permit number, applicants' name, permit category, and permit activity. This index will be provided to the Corps using the schedule in the SOW. This database will not only include new entries but will include all of the estimated 90, 000 records previously processed.

(3) Contractor shall maintain said database for the duration of the contract and at that time will deliver to Corps.

## SECTION C-5.c

## SPECIFIC TASKS

## 1. RESPONSIBILITIES OF THE CONTRACTOR RELATING TO BOTH MICROFILMING AND ELECTRONIC IMAGING OF DOCUMENTS.

a. The contractor shall provide all transportation, equipment, labor, and security necessary to transfer documents to their site for microfilming unless otherwise stated.

- Retrieval of Source Documents. During the filming/scanning process, the contractor shall deliver to the COR upon request, any files needed by the Corps. Files shall be delivered to the Regulatory Division, Corps of Engineers, at 400 W. Bay Street, Jacksonville, Florida or any designated Regulatory Field Office and returned to the contractor, if necessary, at contractor's expense. Turn around time shall not exceed (Category I files) 3 hours with approximately 70 retrievals per month.

b. The contractor shall establish a database from the existing Regulatory Permit File index (a printout with an excess of 90,000 record listings) and shall provide an updated database and a hard copy index with the completion of each job.

## 2. STANDARD ELECTRONIC IMAGING REQUIREMENTS.

a. Contractor shall scan all documents on a scanner with calibration capabilities.

b. Formats. Contractor shall deliver images in portrait orientation regardless of image text.

(1) Format 1 – A set of 'Archival' CD-ROM shall be delivered with images in raw JPEG and index in flat ASCII.

(2) Format 2 – An 'Original' set of CD-ROM shall be delivered inclusive of the images, index and image management software.

(3) Format 3 – A 'Working' set of CD-ROM shall be delivered. An additional "working set" (with Papervision Program) will be provided for the various field office files that are processed.

4. ARCHIVAL ELECTRONIC IMAGING REQUIREMENTS. The Service Company produce a set of 'Archival' CD-ROM to be delivered with images in raw JPEG and index in flat ASCII. ANSI/AIIM MS44-1988 (1993) shall be followed. Furthermore, the Service Company shall maintain a Quality Control log of when MS44 was addressed, who performed the calibration and what steps were taken.

a. For the purpose of archival CD-ROM, only Platinum printable surface CD-ROM, or equivalent are accepted.

b. The Service Company shall:

(1) Submit one sample of 'archive' CD-ROM per batch to the Third Party Verifier to validate this SOW is being followed.

(2) Identify CD-ROM , i.e., Category I.

(3) Provide for each CD-ROM the date scanned and the date burned.

c. CD-ROM tested and not meeting the requirements of Corps SOW shall be resubmitted at no cost to the Government. If the CD-ROM fail to meet the requirements after two separate testings, the contractor shall notify the COR and be available to discuss solutions within 24 hours of the second failed test.

5. QUALITY ELECTRONIC IMAGING REQUIREMENTS. Whereas the Corps is a Government agency and serves the public, the Corps has little control over the quality of the documents submitted to the Corps for consideration. Whereas the permits issued by the Corps are permanent records, and whereas the permits issued by the Corps may come up for review at any time in the future, the Corps of Engineers requires the best possible consistent quality and permanence of image.

Therefore, all electronic images produced by Service Company shall exceed the quality and formats prescribed in ANSI TR31-1994 or latest revision. To ensure that the standards are being exceeded within the Corps, the Q/E requires all work shall be reviewed by a Third Party Verifier, or TPV.

Each of the following formats shall be submitted and approved prior to acceptance by Corps.

(1) Format 1 – A set of 'Archival' CD-ROM shall be delivered with images in raw JPEG and index in flat ASCII.

(2) Format 2 – An 'Original' set of CD-ROM shall be delivered inclusive of the images, index and image management software.

(3) Format 3 – A 'Working' set of CD-ROM shall be delivered.

Each sample shall, as a minimum, be identified as follows:

- (1) Organization, MICRODIS number (the Army Control number assigned to all micrographics operations) and Category number.
- (2) Date scanned.
- (3) Make, model, and serial number of scanner.
- (4) Manufacturer name and version number of scanner software
- (5) Scanning dpi.
- (6) Manufacturer and batch of CD-ROM.

6. TEST TARGETS AND FORMATS. The technical target shall contain:

ANSI scan resolution test charts with an A-1 Scanner Test Chart #2, (Technical Exhibit 5) as prescribed by the scanning Specification and ANSI TR38-1996. .

7. All DPI setting shall be at least 300 DPI in bi-tonal.

8. IMAGE QUALITY INDEX. The process of obtaining the highest quality consistent image is a balance of resolution, densities, contrast, the contrast differential between the paper or background density of the document and the print density and the reduction level. The objective is the consistent highest quality image. Whenever necessary, the Service Company, the Contractor is to employ those methodologies necessary to product the highest image quality index.

If the image contrast thresholds can be consistently lowered and still maintain the same relational contrast level, then the Service Company, with the approval of the COR shall make those improvements.

10. SCOPE. Government employees will assure that records are arranged in authorized sequence prior to conversion. Completed work must be returned in the format specified.

a. General. The Service Company (Contractor) shall:

- (1) Verify the RAMS database, disassemble and prep files. Convert the permit title label to the Corps standardized abbreviation protocol.
- (2) Maintain files in the sequence in which received.

(3) Scan first as required by category. Scan front of all documents and back of any document that has writing, marking, or printing.

(4) The Service Company can begin the process of creating electronic images of Regulatory permits ONLY upon notification by the QAE of acceptable quality test results.

(5) Return Archival CD-ROM containing images in raw TIFF form and the index stored as a flat ASCII text file. The CD-ROM are to be labeled to indicate the content of the CD-ROM, the MICRODIS number, and the Category number.

(6) Return Original CD-ROM containing images, index, and viewing software. The CD-ROM are to be labeled to indicate the content of the CD-ROM, the MICRODIS number, and the Category number.

(7) Return Duplicate CD-ROM to act as the Working Copy and shall containing images, index, and viewing software. The CD-ROM are to be labeled to indicate the content of the CD-ROM, the MICRODIS number, and the Category number.

(8) Additional Duplicate CD-ROM as working copies shall be returned for field office use. These CD-ROM shall contain images, index, and viewing software. The CD-ROM are to be labeled to indicate the content of the CD-ROM, the MICRODIS number, and the Category number.

(9) Return the segment index in a delineated ASCII flat file on a CD-ROM.

(10) Return the index of each delivered segment in ascending numeric order and an alphabetical index in printed format.

b. Category I: Standard Permit files (MICRODIS No. 6078). Document sizes range from 4" X 6" to 30" X 42". Approximately 98% are 8-1/2" X 11". Records include reproduced material, typed print, carbon copies, NCR forms, faxed prints on paper forms, drawings, and photos.

c. Only after the files have been filmed and the film has been approved by the Q/E can the vendor proceed with scanning the files. Until the files are filmed and the film has been approved, the paper documents are the evidentiary file. Once the file has been filmed and the film has been approved, the film is designated as the 'archival' and evidentiary Permit. At this point the electronic convenience version of the file can be created without interrupting the Corps defined care, custody and control of the Permit file.

The file shall be scanned and indexed in exactly the same order

and manner as the microfilm.

d. The paper files will be destroyed ONLY after the COR has ascertained that all delivered products are correct and acceptable. The Contractor must ensure that these files are shredded before disposing of documents. The Contractor will provide to the COR a Memo stating the process and giving the quantity of disposal (i.e., numbers of pages)

1. SECTION C-6  
 APPLICABLE REGULATIONS,  
 MANUALS,  
 MISCELLANEOUS DIRECTIVES AND FORMS

Documents applicable to this statement of work are listed below. The contractor is obligated to follow these documents to the extent necessary to accomplish the requirements of this SOW. Army regulations (AR's) shall be furnished at the start of the contract. It is the responsibility of the contractor to establish follow-on requirements. Supplements or amendments to these publications may be issued during the life of the contract.

Directive AR 340-22	Title Date 31 Mar 82	The Army Micrographics Program
ANSI PH 2.7 Measurements (Projection Density)	American National Standard 1973 Conditions for f/4.5 and f/1.6	Projection Transmission
ANSI PH 2.19 Diffuse and Doubly (Transmission Density) (This American National Standard Broadway, New York NY 10018.)	American National Standard 1976 Diffuse Transmission Measurements	Conditions for standard is available from the Institute Inc., 1430
ANSI/ASC PH 4.8 Method for Densitometric Method for Measuring Plates, and Papers	American National Standard 1985 Measuring Thiosulfate and Silver Residual Chemicals in Films,	Methylene Blue
ISO 3334 Reproduction	Microcopying - ISO Test Chart 1976 No. 2 - Description and Use	In Photographic Documentary

ANSI/AIIM MS23-1998 Practice for Operational  
Procedures/Inspection and  
Quality Control of First-Generation,  
Silver-Gelatin Microfilm of Document

ANSI/AIIM MS44-1988 Recommended Practice for Quality Control of  
Image Scanners

ANSI/AIIM IT9.15 Methods for the Evaluation of the Effectiveness of  
Chemical Conversion of Silver Images Against Oxidation

ANSI/AIIM TR38-1996 Identification of Test Images for Document Imaging  
Applications

ANSI/AIIM TR31-1994 Performance Guideline for the Legal Acceptance of  
Records Produced by Information Systems

ANSI IT9.6

ANSI/AIIM MS48-1999 American National Standard for  
Information and Image Management - Recommended Practice -  
Microfilming Public Records on Silver Halide Film

## SECTION C-7

### PICK UP AND DELIVERY SCHEDULE

1. **PERIOD OF CONTRACT.** The contract shall be for 12 months from the date of award
2. The contract period is for 1 year; however, at the option of the Government, the contract period may be extended for an additional period for this contract for up to 4 optional years., provided certain conditions are met, in accordance with Paragraph 3.
3. **WORK SCHEDULE.** The contractor shall pick up source documents to be filmed within 20 days after notification of contract award at 400 W. Bay Street, Jacksonville between 8:00 and 3:30 Monday through Friday (except government observed holidays) per the following work schedule. The contractor shall furnish film test strips to the QAE not later than 30 calendar days from date of pick up of source documents. Contractor shall produce a finished product within 30 calendar days of notification of acceptable quality test results.

TECHNICAL EXHIBIT 1  
QUALITY ASSURANCE  
SURVEILLANCE PLAN  
FOR  
CORPS MICROGRAPHICS  
QUALITY ASSURANCE PLAN

1. Requirement A:

Microfilm Inspections - All completed microfilm returned from the contractor shall be inspected by the Quality Assurance Evaluator (QAE). Film will be inspected in accordance with requirements listed to ensure that there solution, density, indexing, and format requirements are met.

(1) The QAE will inspect 25 frames at the beginning and 25 frames at the end of each roll of microfilm produced.

2. Requirement B:

(1) Contractor shall return to the originator, the required number of silver originals in the format prescribed.

(2) Roll film shall be returned in archival plastic containers marked to indicate the content of the roll number, D-max, beginning permit number, film type, and microdos number.

(3) Contractor shall return to the originator the required number of standard size CD-ROM in the format prescribed.

3. Requirement C:

a. Archival Testing - Contractor shall submit one archival film test strip to a Third Party Verifier each time a batch of film is processed. A sample consists of a strip taken from a clear area of processed film measuring at least 6 square inches. The test samples must be submitted to an independent testing source within 24 hours of processing as stated previously.

b. The contractor shall rewash, at no expense to the Government, any work which fails to meet the standards as specified in the Technical Provisions.

4. Requirement D:

Quality film test submissions are to be submitted to a Third Party Verifier for every roll. Film test will be in accordance with para 5 requirement E.

5. Requirement E:

a. Quality Testing (microfilm) - Contractor shall submit quality film test sample consisting of one identification target frame, as listed in SOW, and five technical target frames as identified in SOW.

b. The contractor shall refilem at no expense to the Government any work which fails to meet the quality standards as specified in Specific Tasks, Section C-5.

c. Quality Testing (electronic imaging) – Contractor shall submit quality electronic imaging test sample consisting of one scanned identification target and five technical scanning targets as identified in SOW.

6. Requirement F:

Document Preparation Inspection – Both processed microfilm and scanned images returned to the originator will be inspected by the QAE. This inspection will include, but not be limited to, whether staples are removed, torn pages are taped, and edges are straightened.

7. Requirement G:

Indexing - The QAE will perform visual inspection of both the microfilm and paper index as well as the scanned images and associated electronic index to ensure the accuracy of the index in accordance with provisions of the SOW.

8. Requirement H:

A Third Party Verifier will hydrogen peroxide test to verify that the archival roll has been fully treated to ensure the toning treatment has been used. Toning is a polysulfide solution that further ensures the resistance of the archival film to oxidation.